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Chief, TRS

29 October 1948

OPSO

Language Instruction - Supplement to COPS Memorandum Dated 28 October 1948

1. For purposes of administration, language instruction taken by OSO employees is divided into two categories, namely:

Group I

Employees in Group I (a) study the language on their own time and (b) pay for the instruction themselves.

Group II

Employees in Group II (a) study the language during OSO working hours and/or (b) have made arrangements for OSO to pay for their language instruction.

2. COPS Memo #89 dated 13 June 1947 applies to both Group I and Group II. TRS will make arrangements for necessary security clearances with OSO and/or I and S.

3. When an employee in a Group II category requires brush-up instruction in a language already possessed in a substantial degree by the student, the arrangements for language instruction will be requested for the student by the Branch Chief from TRS. If the facilities exist TRS will make the necessary arrangements, will supervise the program and, when practicable, evaluate the student's progress.

4. When an employee in a Group II category requires basic instruction in a new language or a language which is not already possessed in a substantial degree by the student, TRS will obtain approval from COPS before final arrangements are made. TRS will supervise the program and, when practicable, evaluate the student's progress.

5. In all instances requiring COPS' approval the memorandum stating the facts will be initiated and prepared by TRS.

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